

## LCB TRAVEL VOUCHER FORM

**Name:**

**Date submitted:**

**Departure:**

Date you departed from home/office to begin travel                      Time                      am                      pm

**Arrival:**

Date you arrived at home/office after travel                      Time                      am                      pm

**Milage in privately owned vehicle:**

From home/office to airport                      Miles                      From airport to home/office                      Miles

**Please attach original receipts for the following:**

- |  |          |
|--|----------|
| 1. Hotel (not including tax)             | Total \$ |
| Hotel tax                                | Total \$ |
| 2. Tickets (airline, train, bus)         | Total \$ |
| 3. Registration fee (if any)             | Total \$ |
| 4. Parking at terminal or station        | Total \$ |
| 5. Rental car (if any)                   | Total \$ |
| 6. Gasoline (if any)                     | Total \$ |
| 7. Highway tolls (provide details below) | Total \$ |

Travelers are entitled to government daily allowance for meals and incidental expenses while on official business. Food receipts are not necessary.

**8. Taxis or limos, to and from airports and hotels:**

Date	From	To	Cost \$
Date	From	To	Cost \$
Date	From	To	Cost \$

**9. Excess taxis, to and from hotel and place of work at temporary duty station:**

Date	From	To	Cost \$
Date	From	To	Cost \$
Date	From	To	Cost \$

**10. Miscellaneous expenses:** Phone calls, out-of-town faxes, subway, etc.